The following is an example of the expenses associated with a househunting trip using actual expenses. It is based on an employee and spouse traveling for 10 days to Richland, Washington. The calculations are based on an \$80.00 per diem (\$50.00 lodging and \$30.00 M&IE) and are as follows:

Employee's Per Diem

8/10	³ / ₄ day M&IE Full day lodging	\$ 22.50 50.00	
8/11 - 8/19	8 days per diem @ \$80.00	640.00	
8/20	³ / ₄ day M&IE	 22.50	
	Total for Employee's Per Diem		\$ 735.00
Other House	hunting Expenses		
Spouse's Per I	Diem (¾ of Employee's Per Diem)	551.25	
Rental Car for	10 days	300.00	
Gas for Rental	Car	20.00	
Airfare for Em	ployee and Spouse	1,000.00	
Limo from Re	sidence to Airport on 8/10	55.00	
Limo from Air	port to Residence on 8/20	 55.00	
	Total for Other Househunting Expenses		1,981.25
	Total Allowed for Househunting Trip		\$ 2,716.25

Please see the following example of a househunting trip voucher, using actual expenses.

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TRAVEL MANAGEMENT POLICY

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- 302-4.2 What is the purpose of the househunting trip expenses allowance?
- 302-4.3 Am I eligible for a househunting trip expenses allowance?

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- 302-4.4 Who is not eligible for a househunting trip expenses allowance?
- 302-4.5 Must my agency authorize payment of a househunting trip expenses allowance?
- 302-4.6 Under what circumstances will I receive a househunting trip expenses allowance?
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- 302-4.101 What governing policies must we establish for the househunting trip expenses allowance?
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- <u>302-4.103</u> What factors must we consider in determining whether to offer an employee the fixed amount househunting trip subsistence expenses reimbursement option?

Authority: 5 U.S.C. 5738; 20 U.S.C. 905(a); E.O. 11609, 36 FR 13474, 3 CFR, 1971-1975 Comp., p. 586.



